

DRAFT

Memorandum of Agreement and Scope of Work Between Eastern Idaho Public Health, Region VII Behavioral Health Board, and Idaho Division of Behavioral Health

Objective

The ultimate goal for the development of a strong, mutual relationship among the Region VII Behavioral Health Board, the Eastern Idaho Public Health and the Department of Health and Welfare, Division of Behavioral Health (DBH) is to better serve all of our customers in need of behavioral health services. We clearly understand that each of our client bases, as well as those we mutually serve, will benefit when we share and combine our expertise.

Background

Through this MOA (Memorandum of Agreement) the Region VII Behavioral Health Board, Eastern Idaho Public Health and the DBH enter into a joint agreement that will support the establishment, maintenance, and the execution of powers and duties under Idaho Statute 39-3132, 39-3135 and 39-3136. This agreement seeks to outline the roles and responsibilities that are required of the RBHB to demonstrate readiness to accept responsibility for Community Family Support and Recovery Support Services as defined in 39-3135. The DBH seeks to support the RBHB's readiness, duties and powers by defining its role and responsibilities under this agreement in the promotion of better outcomes for Behavioral Health. Eastern Idaho Public Health seeks to promote Healthy People in Healthy Communities and endeavors to partner with the RBHB to promote, protect and preserve health in our communities.

Roles and Responsibilities

1. Eastern Idaho Public Health Responsibilities:
 - A. Eastern Idaho Public Health will comply with the DBH and rules, regulations and policies pertaining to RBHB as outlined in Idaho Statutes 39-3132, 39-3133, 39-3134, and 39-3135.
 - B. Eastern Idaho Public Health shall ensure that procedural safeguards are followed in confidentiality requirements according to IDAPA 16.05.01, Use and Disclosure of Department Records.
 - C. Eastern Idaho Public Health agrees to support the goals and objectives of the State Behavioral Health Planning Council and Region VII Behavioral Health Board in the establishment of readiness and maintenance of Region VII Behavioral Health Board.
 - D. Eastern Idaho Public Health will manage personnel, operational and support tasks as stated in the Scope of Work, under the DBH contract.
 - E. Eastern Idaho Public Health will not be responsible for services that are not funded or outlined within the Scope of Work under contract with the DBH.
 - F. Eastern Idaho Public Health will participate with the RBHB in the budget development process.
 - G. Eastern Idaho Public Health will provide the RBHB with assistance in the development of the Gaps and Needs Analysis report to the State Behavioral Health Planning Council (SBHPC).

- H. Eastern Idaho Public Health will participate with Region VII Behavioral Health Board in identifying contract opportunities.
 - I. Eastern Idaho Public Health will collaborate on joint projects or initiatives that fit within the scope of the Region VII Behavioral Health Board.
 - J. Eastern Idaho Public Health agrees to meet with the Region VII Behavioral Health Board and DBH to ensure ongoing alignment and compliance with this MOA.
2. Region VII Behavioral Health Board Responsibilities:
- A. Advises the SBHPC on behavioral health needs for adults and children within region/district.
 - B. Advises the SBHPC on progress, problems and proposed projects of the regional/district service.
 - C. Promote improvements in the delivery of behavioral health services and coordinate and exchange information regarding behavioral health services in the region/district.
 - D. Develop an annual Gaps and Needs Analysis assessment of behavioral health services for region/district.
 - E. Assist the SBHPC with planning for service improvements.
 - F. Annually report to the SBHPC, the DBH and Eastern Idaho Public Health the progress being made toward building a comprehensive community family support and recovery support system that will include performance and outcome data.
 - G. Establish and maintain a children's mental health subcommittee.
 - H. Actively work to build and support community support and recovery support services within region/district.
 - I. Follow all Idaho Code requirements for board membership as stated in 39-3134.
 - J. Meet with Eastern Idaho Public Health and DBH to ensure ongoing alignment and compliance with this MOA.
3. DBH Responsibilities:
- A. Commit to annual funding for life of the contract which will be established at 2 year intervals.
 - B. Write and submit federal grants that are agreed to by the Region VII Behavioral Health Board and Eastern Idaho Public Health that can only be submitted through the DBH.
 - C. Meet with the RBHB and Eastern Idaho Public Health to ensure ongoing alignment and compliance with this MOA.

Termination

The parties involved with this Agreement understand that the success of Region VII Behavioral Health Board is dependent upon the collaboration of all, and commit to a partnership toward that goal. Unless terminated prior thereto, this Agreement will be reviewed annually each May and is renewable, upon mutual consent of the parties. However, either party may terminate the Agreement prior to that date by giving the other parties thirty (30) days written notice.

Scope of Work

1. General Requirements

- A. The Contractor shall comply with the rules, regulations, and policies as outlined by the Department of Health of Health and Welfare and rules, regulations, and policies pertaining to Regional Behavioral Health Boards (RBHB) as outline in Idaho Statutes 39-3132, 39-3133, 39-3134, and 39-3135.
- B. The Contractor shall ensure that procedural safeguards are followed in confidentiality requirements according to IDAPA 16.05.01, Use and Disclosure of Department Records.
- C. The purpose of this contract is to support the goals and objective of the Department of Health and Welfare in the establishment of readiness and maintenance of Regional Behavioral Health Boards under 39-3132.
- D. The Contractor shall enter into a Memorandum of Agreement (MOA) with the Region VII Behavioral Health Board and the Department of Health and Welfare that defines the roles and responsibilities of each party that may or may not be covered in this Scope of Work.
- E. The Contractor will not be responsible for providing services that are not defined in the Scope of Work (SOW), but may be outlined in the MOA.

2. Board Direct Support Requirements

- A. The Contractor shall hire, support, and retain personnel to support the mission, vision, and work of the Region VII Behavioral Health Board as defined under Idaho Statute 39-3132.
- B. The Contractor shall ensure that hired personnel provide services to the Region VII Behavioral Health Board which include, but are not limited to the following duties;
 - a. Provides administrative support to the Region VII Behavioral Health Board, the Executive Committee, sub-committees, and workgroups.
 - b. Plans and coordinates development of community resources and services in all counties related to behavioral health services (substance use disorder, mental health, and co-occurring disorders).
 - c. Assists with the development of the RBHB budget.
 - d. Coordinate with Department of Health and Welfare staff to maintain Region VII Behavioral Health Board website.
 - e. Prepares reports as necessary.
 - f. Supports grant writing efforts.
 - g. Provides education, training to the Region in all counties on the mission and vision of Region VII Behavioral Health Board.
 - h. Provides other needed supports as approved by the Regional Behavioral Health Board.
 - i. Attend Region VII Behavioral Health Board meeting.
- C. The Contractor shall provide personnel with physical and environmental supports that support the work. Supports may include, but are not limited to;
 - a. Office space.
 - b. Access to telephone, internet, copy machines, and other reasonable technology to perform business tasks.
 - c. Access to motor pool vehicle or reimbursement for travel.

3. Other Support Requirements

- A. The Contractor shall provide a fiscal support to the Region VII Behavioral Health Board service and operation needs within the defined annual budget as developed by the Region VII Behavioral Health Board with the approval of the Contractor
- B. The Contractor shall manage grants and grant funding as obtained by the Region VII Behavioral Health Board.
- C. Indirect cost charges to the Region VII Behavioral Health Board will be defined by the Contractor.

Performance Metrics

1. Board Direct Support Requirements

- A. The Contractor shall provide personnel support for the Region VII Behavioral Health Board.
- B. The Contractor shall provide a copy of the annual Operational budget and expenditures.
- C. The Contractor shall provide staff at each Region VII Behavioral Health Board meeting to ensure alignment of budget, goals, mission, and vision of the contract.

Required Level of Expectation: 100%

Method of Monitoring: Review of reports and input from stakeholders.